

4th Annual Veterans Car Show

Saturday, October 15, 2016

March

- Update Flyers, forms – **Done DF**
- Send eblast to past participants (Save the Date) – **Done DF**
- Update Sponsor Info/Letter – **Done DF**
- Determine how to field calls/Info # - (call x3210) **Done DF**
- Put event information in Activity Guide – **Done DF**
- Start interest list (website) – **Done DF**

June

- Determine if Commission wants to sell vendor table space – **Done**
 - Unravel Pediatric Cancer – Gave free table
 - Commonwealth – Sponsor
 - Honda – Sponsor
 - Milpitas Historical Society – Sponsor
 - Mark Tiernan Communications – Sponsor
 - Pacific Tire – Sponsor
 - Bay 101 – Sponsor – Do they want a table?
- Confirm Logistics (what will be where) – **Done**
 - Staging Area (Old Veterans Plaza) – **Done**
 - Use Shapell lot for more cars and visitor overflow
- Determine T-shirts – **Done**
- Raffle ticket prices
- Email Car Clubs – **Done**
- Email Military Recruiting Offices
- Re-form Subcommittees
 - Administrative (make executive decisions again)
 - Sponsor/Donations
 - Volunteers
- Determine Categories – **Done DF – UPDATED**
- Start taking car registration – **On Going**

August

- Assign “Day of Event” responsibilities
- Determine Non pre-assigned car spaces – **Done**
- Confirm sponsors – **On Going**
- Goodie Bag Items – Items as of 091216
 - Blackhawk Museum Membership Applications
 - Blackhawk Cars & Coffee Postcard
 - Blackhawk Museum Postcard
 - Planet Beach Guest Pass
 - Commonwealth Lanyards
 - Commonwealth Coupon
- Food & Entertainment & Trophies –
 - Confirm Food Vendor – **Boy Scouts**

- Order Trophies & Dog Tags – **Done DF**
- DJ Confirmed and Contracted – **Done DF**
- Raffle Items
 - Safeway Gift Card
 - Gift Certificate Michaels Cleaners
 - Gift Certificate Asian Art Museum
 - Lottery Tickets – Veterans Commission (**will be purchased day before**)
- Raffle Items Last Year – **Not confirmed yet**
 - Nothing Bundt Cakes Cert 2 cakes
 - Basket from City Management Team
 - Milpitas Auto Spa
 - AMC Movies
 - Casa Azteca
 - Auto Zone
 - Home Depot
 - OSH
 - Baja Cactus Restaurant
 - Classic Car Wash
 - Edible Arrangements
 - Starbucks
- Begin event promotions, start visiting other car shows/handout flyers – **On Going**
- Decide on shirt design and Order T-shirts – **Done DF**

September - October

- Get Organized!
 - Create staff & volunteer schedules
 - Create event signage – **Ruby**
 - Assemble goodie bags – Interns/Volunteers
 - Create Raffle Prize Packages – **Staff**
 - Organize area supplies

Sponsors

- Bay101 Casino - Confirmed
- Pacific Tire Outlet - Confirmed
- City of Milpitas Source Reduction and Recycling Program
- South Bay Honda
- Sabre Design (t-shirt logo)
- Mark Tiernan Communications
- Foster's Freeze
- Pacific Tire Outlet
- Milpitas Historical Society
- Commonwealth credit Union
- Safeway
- Michael's Cleaners

Still need to follow-up with Sponsors listed below:

- Milpitas Post
- Shapell Homes
- 18/8 Fine Men's Salon (\$500 + goodie bag items)
- Beck's Shoes (goodie bag coupons)

- Milpitas POA
- Milpitas City Employees, Mid-Con Group

Other

- Military Recruiting Offices
 - Marines ?
 - Navy ?
 - Air Force ?